



REQUEST FOR BIDS

2013-12

**HVAC PREVENTATIVE MAINTENANCE
AND SERVICE**

JANUARY 18, 2013

Issued by:

NH Liquor Commission



PO Box 503, Concord, NH 03302

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EXHIBITS

Exhibit A - No Response Form

Exhibit B - Contract Terms and Conditions (General Provisions, Form P-37 (v. 1/09))

Exhibit C - Bid and Addendum Acknowledgement

Exhibit D - Store Information List and Inventory

TABLE 1: SCHEDULE OF EVENTS

The following table sets forth the Schedule of Events for this RFB. The Schedule of Events is subject to change at the sole discretion of the N.H. Liquor Commission. Any changes will be posted on the N.H. Liquor Commission official website located at www.nh.gov/liquor. Respondents are responsible for checking the website for any schedule changes.

<u>Events</u>	<u>Responsibility</u>	<u>Date</u>
Request for Proposals Issued:	Issuing Office	Friday, January 18, 2013
Deadline to Submit Inquiries By Electronic mail to NHLC Issuing Officer ("Closing Date")	Potential Respondents	Wednesday, January 23, 2013 at 4:00 pm
NHLC Anticipated Date to Issue Responses to Potential Respondent Inquiries	Issuing Office	Friday, January 25, 2013
Deadline for Submission of Sealed Proposals to Issuing Office at: <u>ATTN: Andrew S. Davis</u> 50 Storrs St, PO Box 503 Concord, NH 03302-0503	Respondents	Friday, February 1, 2013 at 11:00 am

PART I - GENERAL INFORMATION FOR RESPONDENTS

1. PURPOSE

The State of New Hampshire Liquor Commission proposes to enter into an agreement with a contractor to provide maintenance and service for the heating and air conditioning systems and associated devices as described within in Exhibit A, the listing of stores and equipment provided within is subject to change, if at any time a store is closed, opened, or relocated, they shall be considered part of this contract.

This RFB describes the project and the NHLC's requirements. A respondent may submit a proposal for services as further described in Part II, Section 24 "Method of Award."

2. ISSUING OFFICE

This Request for Bid ("RFB") is issued by the N.H. Liquor Commission ("NHLC") that shall serve as the Issuing Office for this RFB. The Issuing Officer responsible for managing the RFB and serving as the sole point of contact is:

Mr. Andrew S. Davis, Director of Real Estate and Leasing

NH State Liquor Commission, P.O. Box 503

Concord, NH, 03302-0503

(tel: 603-230-7019)

(email: andrew.davis@liquor.state.nh.us).

All inquiries regarding this RFB must be submitted electronically to the Issuing Officer.

3. SCOPE

This RFB contains instructions governing the required content of proposals, terms governing this procurement process, a description of the services sought by the NHLC, requirements that a respondent must satisfy to be eligible for consideration, evaluation criteria, a description of standard contract terms and conditions, and other requirements that must be satisfied in each proposal.

4. PROJECT DELIVERABLES

The NHLC's deliverables for this engagement consist of the following:

The State of New Hampshire Liquor Commission proposes to enter into an agreement with a contractor to provide maintenance and service for the heating and air conditioning systems and associated devices as described within in Exhibit A – Part Four, the listing of stores and equipment provided within is subject to change, if at any time a store is closed, opened, or relocated, they shall be considered part of this contract.

Note: Modifications and/or new replacement equipment added during the term of the contract is also the responsibility of the Vendor.

THIS CONTRACT CONSISTS OF FURNISHING ALL MATERIALS, EQUIPMENT, LABOR AND TRANSPORTATION NECESSARY TO PROVIDE HEATING AND AIR CONDITIONING SERVICES AT LOCATIONS LISTED AND DESCRIBED HEREIN.

- 4.1 The contractor shall provide preventative maintenance once every spring and fall as detailed in Exhibit A – Part Five. The Contractor shall schedule the preventative maintenance two weeks prior to performing the service; air conditioning preventative maintenance will be scheduled in the spring and heating preventative maintenance in the fall.
- 4.2 Spring preventative maintenance shall consist of the requirements listed in Exhibit A.
- 4.3 Fall preventative maintenance shall consist of the requirements listed in Exhibit A
- 4.4 All work completed at Store #3- Manchester, located within Manchester/Boston Regional Airport will require coordination with a member of our Maintenance Department, as the store is located within the secure/concourse area of the airport. All persons must go through airport security to access the store area and all tools must also go through the screening process.
- 4.5 Preventative maintenance is expected to be billed at a fixed rate per store for fall and spring preventative maintenance on Exhibit B – Part One, any service required above and beyond normal manufacturer preventative maintenance will require an estimate to be approved by the maintenance engineer before any work is performed. Any work performed above preventative maintenance must be billed on a separate invoice.
- 4.6 Major repair service will require an estimate for work to be provided at no charge to the NHSLC. In addition, the State reserves the right to get a second estimate for major repairs.
- 4.7 Response Time:
 - a) All emergency situations shall have an immediate response time.
 - b) All planned repairs/enhancements must have a minimum response time of one (1) week.
- 4.8 All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as coils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the contracting officer or his designated representative.
- 4.9 The Contractor will be responsible for presenting a report by store on the condition of all equipment as well as recommendations for future repairs. This report must be sent to the Liquor Commission representative, John Tower, no later than the first Friday of January each year.
- 4.10 A separate work order must be made on each unit and sent in with the invoice for payment. The Liquor Commission representative is the contact person and the only one that can request services except for an emergency repair call.
- 4.11 Caution to Offerors: The heating and air conditioning maintenance and services called for by this solicitation are highly critical to the needs of the Liquor Commission. All contractual requirements will be strictly enforced. Any contractor receiving an award here under will be held fully responsible for proper performance

of contract requirements. It is expected that an initial extra effort on the part of the contractor and its personnel will be provided to create and maintain a condition of excellence.

- 4.12 The Contractor shall secure and pay for all permits, inspections and licenses necessary for the execution of his work.
- 4.13 The Contractor shall, after each scheduled or emergency call and before leaving the job site, present a written summary of the work performed and obtain the contracting officer's signature thereon.
- 4.14 The Contractor shall take all responsibility for the work under this contract; for the protection of the work; and for preventing injuries to persons and damage to property and utilities on or about the work. He shall in no way be relieved of his responsibility by any right of the State to give permission or issue orders relating to any part of the work; or by any such permission given on orders issued or by failure of the State to give such permission or issue such orders. The Contractor shall bear all losses resulting to him or to the Owner on account of the amount or character of the work, or because of the nature of the area in or on which the work is done is different from what was estimated or expected, or account of the weather, elements or other causes.
- 4.15 The State reserves the right to hire equipment other than the Contractor if the Contractor's equipment does not report ready for service within three (3) hours of the time ordered. When such equipment, other than the Contractor's is employed, any expense incurred above the contract price shall be borne by the Contractor and such additional expense shall be deducted from any money due the Contractor.
- 4.16 The Contractor will at the discovery of defective equipment subject to warranty, stop any service in progress on the equipment and document the condition. At such time the Contractor must contact the store manager and the State of New Hampshire Liquor Commission concerning the defective equipment. Warranty claims for such defective equipment shall be initiated from the State of New Hampshire Liquor Commission to the manufacturer of the product. The Contractor will provide assistance and information as needed to aid with any warranty claims.
- 4.17 **Upon arrival at the site the Contractor shall sign in with the manager of the store or person in charge and after each scheduled or emergency call, before leaving the job site present a written summary of the work performed and obtain the State's signature thereon (time of day must be written in and manager must initial at time of arrival and again at time of departure).**
- 4.18 The Contractor shall do all the work and furnish all the materials, tools, equipment and safety devices necessary to perform work in the manner within the time specified. The Contractor shall complete the entire work to the satisfaction of the State and in accordance with the specifications herein mentioned, at the price herein agreed upon. All the work, labor, and equipment to be done and furnished under this contract, shall be done and furnished strictly pursuant to, and in conformity with the specifications described herein and any directions of the State representatives as given from time to time during the progress of the work, under the terms of this Contract.
- 4.19 The Contractor shall secure and pay for all permits, inspections and licenses necessary for the execution of his work.
- 4.20 All work must be performed in such a manner as not to inconvenience building occupants. The Contractor

shall determine the NHLC's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.

- 4.21 The Contractor shall at his own expense, wherever necessary or required, furnish safety devices and take such other precautions as may be necessary to protect life and property.
- 4.22 The Contractor shall bear all losses resulting to him or to the Owner on account of the amount or character of the work, or because of the nature of the area in or on which the work being done is different from what was estimated or expected, or account of the weather, elements or other causes.
- 4.23 Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract. The Liquor Commission reserves the right to terminate this contract at any given time with a 30 day written notice.
- 4.24 Normal Working Hours: Normal hours are considered to be 8:00 AM to 5:00 PM, Monday through Friday.
- 4.25 Other Hours: Other hours will be considered overtime, holidays, and weekends.
- 4.26 Subcontracting any portion of the contract is not permitted without prior approval from the NHLC. Subcontracting is only permitted with prior approval from the NHLC. In the event the NHLC approves the use of subcontractors in performance of this contract, the prime contractor is not relieved of its responsibility and obligation to meet all the requirements of this agreement.

PREVENTATIVE MAINTENANCE REQUIREMENTS

Operational Inspection Automatic Temperature Controls

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Air Compressor

Drain tank and check traps.

Check belt, sheaves, filter, and change as required.

Change suction filter as required.

Analyze motor operating conditions and lubricate.

Check PE switch, starter and alternator.

Record compressor run time.

Refrigerated Air Dryer

Check refrigerant pressure and record.

Record refrigerant temperature.

Brush condenser and cover grills as required.

Operate drain trap and bypass valves.

Report controls condition and repair requirements.

NOTE: *The preceding inspection task will be completed when operating conditions permit.*

Comprehensive Inspection and Calibration Automatic Temperature Controls

NOTE: *The Comprehensive Inspection and Calibration may be performed in more than one season, due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment operating efficiency as well as appropriateness and timeliness of the procedures.*

Report in with Customer Representative

Record and report abnormal conditions, measurements taken, etc.

Air Compressor

Drain tank and check traps.

Change oil and check oil pressure.

Check belt and sheaves; change as required.

Change suction filter as required.

Inspect unloader and check valve.

Inspect high pressure safety valve.

Analyze motor operating conditions and lubricate.

Check PE switch, starter and alternator.

Record compressor run time.

Record oil carryover rate. *

Refrigerated Air Dryer

Check refrigerant pressure and record.

Record refrigerant temperature.

Brush condenser and cover grills as required.

Operate drain trap and bypass valve.

Filter and Pressure Reducing Station

Inspect coalescent filters (change as required).

Inspect charcoal filter (change as required).

Record pressure reducing valve settings, adjust as required.

Record oil carryover rate. *

Boiler, Chiller, Convertor, Pumps and Zone Control

Check and calibrate all controllers.

Calibrate all transmitters and set receiver gages as required.

**where applicable*

Check all PE switches.

Fan Systems and HVAC Unit Controls

Review sequence of operation.

Check operation of all dampers.

Check pilot positioners.

Check all control valves.

Calibrate all controllers as required.

Calibrate all transmitters and set receiver gages as required.

Check all solenoid air valves, PE switches and air valves for proper operation.

Check auxiliary control devices.

Room-Terminal Unit Controls

Check all room stats and calibrate as required.

Check all control valves and report condition.

Check operation of unit coil steam traps.

Check operation of all dampers.

Check all PE switches, solenoid air valves, and limit controls.

Check operation of auxiliary devices.

Terminal Units

Boxes--Mixing and Variable Air Volume(w/o Fan)

Inspect box for ductwork connection.

Lubricate and adjust dampers and linkage.

Verify operation of control.

Electric Duct Heaters

Inspect coil for damage to element.

Inspect isolators for damage or cracks.

Brush coil. Remove dust and debris.(where accessible)

Torque heating terminals.

Verify operation of control.

Verify staging of heating elements.

Check all control valves.
Check all pilot positioners
Check auxiliary control devices
Clean discharge grill.
Check and clean strainers
Check steam traps and hand valves.

Reheat Coils - Electric

Inspect coil for damage to element.
Inspect isolators for damage or cracks.
Brush coil. Remove dust and debris. (Where accessible)
Torque heating terminals.
Verify operation of control.
Verify staging of heating elements.

Reheat Coils - Team and Hot Water

Inspect coil for leaks or damage.
Brush coil. Remove dust and debris. (Where accessible)

Induction Unit

Visually inspect coil. Clean as required.
Check and clean drains and drain pans.
Check and clean strainers.
Verify operation of steam trap(s) where applicable.
Verify operation of controls.

Radiation

Visually inspect fins/cast iron.
Check and clean strainers.
Clean as required.
Check steam traps and hand valves.

Report controls condition and repair requirements (if any).

**where applicable*

Comprehensive Annual Inspection Exhaust Fan And Blower

NOTE: *The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment lay-up, startup, and appropriateness and timeliness of the procedures.*

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review operation with customer for problems and trends.

Test secureness of guards, doors and panels.

Verify operation of all indication.

Inspect all structural elements for corrosion and damage

Inspect motor windings for cleanliness.

Fan and Motor

Verify operation of system motor.

Inspect flexible connections and ductwork for damage and leaks.

Inspect tension on drive and fan belts, and change as needed.

Lubricate fan shaft bearings.

Lubricate motor bearings.

Lubricate dampers.

Clean intake screen on motor

Inspect fan wheel for free rotation, cracks and alignment.

Inspect for vibrations and unusual noises.

Report condition of dampers and damper linkage.

Starter

Inspect wiring for secureness and damage.

Megger motor at starter and record reading.*

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Inspect electrical connections for tightness and absence of moisture.

Measure and record operating voltage.

Measure and record operating amperage.*

Record condition and repair requirements (if any).

**where applicable*

Operational Inspection Exhaust Fan And Blower

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Fan and Motor

Verify operation of system motor.

Inspect tension on drive and fan belts, and change as needed.

Lubricate fan shaft bearings.

Lubricate motor bearings.

Inspect dampers and damper linkage.

Inspect for vibrations and unusual noises.

Report condition of dampers.

Report condition of motor windings - clean/dirty.

Clean intake screen on motor.

Starter

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Measure and record operating amperage.*

Record condition and repair requirements (if any).

Note: *The preceding inspection tasks will be completed when operating conditions permit.*

Comprehensive Annual Inspection Air Handling Unit

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review operation with customer for problems and trends.

Fan and Motor

Verify operation of system motor, gages, etc.

Inspect flexible connections and ductwork for damage and leaks.

Inspect tension on drive and fan belts, and change as needed.

Lubricate fan shaft bearings.

Lubricate motor bearings.

Lubricate dampers

Clean intake screen on motor.

Inspect fan wheel for free rotation, cracks and alignment.

Inspect for vibrations and unusual noises.

Inspect coils for steam or water leaks.

Report condition of dampers.

Test secureness of guards, doors and panels.

Inspect humidifier parts.

Inspect all major stop valves and report condition.

Inspect all structural elements for corrosion and damage.

Report condition of coil -- clean/dirty.

Inspect motor windings for cleanliness.

Starter

Inspect wiring for secureness and damage.

Megger motor at starter and record reading.

Inspect switch gear, starter and contactor points.

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Inspect electrical connections for tightness and absence of moisture.

Measure and record operating voltage.

Measure and record operating amperage.

Report condition and repair requirements (if any).

***Note:** The preceding inspection tasks will be completed when operating conditions permit.*

Operational Inspection Pump

Report with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Inspect for vibrations, unusual noises, odors, etc.

Inspect packing; adjust to a slow drip if necessary*

Inspect mechanical seal.*

Verify flow in sealing/flushing line.*

Lubricate coupling.*

Lubricate motor bearings.

Inspect system for leaks in piping, flange connections, etc., and record condition.

Lubricate pump bearings.

Inspect motor windings for dirt buildup.

Clean ventilation openings (grills and/or screens).

Visually inspect coupling.*

Starter or Contactor.

Inspect contracts for signs of wear, arcing, overheating, etc., and record condition.

Measure operating amperage and record reading.

Operational Test

Inspect level in system expansion tank and record reading.

Record suction and discharge pressure.

Report pump condition and repair requirements (if any).

Note: *The preceding inspection tasks will be completed when operating conditions permit.*

** where applicable.*

Comprehensive Annual Inspection Pump

Report with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review operation with customer for problems and trends.

Inspect for vibrations, unusual noises, odors, etc.

Inspect mounting points for secureness and tighten.

Inspect packing; adjust to a slow drip if necessary.*

Inspect mechanical seal.*

Verify flow in sealing/flushing line.*

Lubricate coupling.*

Lubricate motor bearings.

Inspect system for leaks in piping, flange connections, etc., and record condition.

Lubricate pump bearings.

Inspect motor windings for dirt buildup.

Clean ventilation openings (grills and/or screens).

Visually inspect coupling.*

Starter or Contactor.

Inspect wiring for secureness and damage, and record condition.

Megger motor at starter and record reading.

Clean enclosure.

Tighten terminal connections at starter

Inspect contacts for signs of wear, arcing, overheating, etc., and record condition.

Measure operating amperage and record readings.

Operational Test

Inspect level in system expansion tank and record reading.

Record discharge pressure.

Measure operating voltage and record reading.

Test accuracy of all pressure gages.

Record suction pressure.

Report pump condition and repair requirements (if any).

** where applicable.*

Operational Inspections Reciprocating Chillers And Standalone Compressors

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Compressor(s)

Verify setting of oil cooler water (valve) regulator.*

Open Compressor (Only)

Lubricate motor bearings.

Clean motor air intake screens.

Lubricate coupling.*

Inspect motor windings and report condition.

Visually inspect coupling.

Controls

Verify operation of bypass valve.

Verify capacity control reaction.

Verify operation of oil temperature control.*

Verify operation of cooling water (valve) regulator.*

Starter

Measure operating amperage and record readings.

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Operational Test

Draw oil sample for analysis.

Run and record a complete test log on machine.

Verify refrigerant charge.

Verify oil level.

Verify superheat adjustment.

Inspect for vibrations and unusual noises in bearings, motors, etc.

Inspect moisture indicator for evidence of moisture.

Record compressor oil pressure.

Record compressor suction pressure.

Record compressor discharge pressure.

Check and record superheat.*

Check and record sub cooling.*

Compressor and Vessels

Test for refrigerant leaks and report results.

Report condition and repair requirements (if any).

***Note:** The preceding inspection tasks will be completed when operating conditions permit.*

** where applicable.*

Comprehensive Annual Inspection Reciprocating Chillers And Standalone Compressors

NOTE: *The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment lay-up, startup, and appropriateness and timeliness of the procedures.*

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Compressor(s)

Inspect vibration eliminators for secureness and damage.

Clean and flush cooling system.*

Verify setting of oil cooler water (valve) regulator.*

Test oil for acid.*

Change oil and filter element.*

Take oil sample for analysis.*

Tighten terminal connections at heater elements.

Test secureness of mounting points, and tighten all major points.

Open Compressor (Only)

Lubricate motor bearings.

Clean motor air intake screens.

Lubricate coupling.*

Inspect motor windings and report condition.

Visually inspect coupling.

Check shaft alignment. Align as needed.

Controls

Inspect control center; clean and tighten connection; inspect components.

Verify operation of bypass valve.

Verify capacity control reaction.

Test low pressure cutout & record; calibrate if needed.

Test high pressure safety & record; calibrate if needed.

Verify operation of cooling water (valve) regulator.*

Test freeze control cutout and record temperature.*

Verify operation of oil temperature control.

Test oil high temp cutout and record; calibrate if needed.*

Starter

Inspect wire insulation for signs of overheating, burns etc.

Megger motor at starter and record reading.

Measure operating amperage and record reading.

Clean enclosure.

Tighten terminal connections at starter.

Measure operating voltage and record reading.

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Operational Test

Run and record a complete test log on machine.

Verify refrigerant charge.

Verify oil level.

Verify superheat adjustment.

Inspect for vibrations and unusual noises in bearings, motors, etc.

Inspect moisture indicator for evidence of moisture.

Test accuracy of all pressure gauges.

Record compressor oil pressure.

Record compressor suction pressure.

Record compressor discharge pressure.

Compressor and Vessels

Test for refrigerant leaks and report results.

Report machine condition and repair requirements.

* *where applicable.*

Operational Inspection Condensing Unit

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Clean all debris from air inlet louvers.

Inspect all structural elements for corrosion and damage.

Test for secureness of guards, doors and panels.

Compressor(s)

Verify setting of oil cooler water (valve) regulator.*

Open Compressor (Only)

Lubricate motor bearings.

Clean motor air intake screens.

Lubricate coupling.*

Inspect motor windings and report condition.

Visually inspect coupling.

Controls

Verify operation of bypass valve.

Verify capacity control reaction.

Verify operation of oil temperature control.

Verify operation of cooling water (valve) regulator.*

Verify operation of fan speed control.*

Verify operation of damper cycling controller.*

Verify operation of fan cycling controller.*

Starter

Measure operating amperage and record readings.

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Condenser Fan Motor(s)

Inspect for vibrations and unusual noises in bearings, motor, etc.

Inspect tension on drive and fan belts, and change as needed.

Lubricate motor bearings.

Report condition of coils - clean/dry.

Operational Test.

Run and record a complete test log on machine.

Verify refrigerant charge.

Verify oil level.

Verify superheat adjustment.

Inspect for vibrations and unusual noises in bearings, motors, etc.

Inspect moisture indicator for evidence of moisture.

Record compressor oil pressure.

Record compressor suction pressure.

Record compressor discharge pressure.

Report machine condition and repair requirements (if any).

Note: The preceding inspection tasks will be completed when operating conditions permit.

* where applicable.

Comprehensive Annual Inspection Condensing Unit

NOTE: *The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment lay-up, startup, and appropriateness and timeliness of the procedures.*

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Clean all debris from air inlet louvers.

Brush condenser coil(s) to remove loose dirt.

Test for secureness of guards, doors and panels.

Inspect all structural elements for corrosion and damage.

Compressor(s)

Inspect vibration eliminators for secureness and damage.

Clean and flush cooling system.*

Verify setting of oil cooler water (valve) regulator.*

Test oil for acid.*

Change oil and filter element.*

Take oil sample for analysis.*

Tighten terminal connections at heater elements.

Test secureness of mounting points and tighten all major points.

Open Compressor (Only)

Lubricate motor bearings.

Clean motor air intake screens.

Lubricate coupling.*

Inspect motor windings and report condition.

Visually inspect coupling.

Check shaft alignment. Align as needed.

Test low pressure cutout and record; calibrate if needed.

Test high pressure safety and record; calibrate if needed.*

Verify operation of cooling water (valve) regulator.*

Test freeze control cutout and record temperature.*

Verify operation of oil temperature control.

Test oil high temp cutout and record; calibrate if needed.*

Verify operation of fan speed control.*

Verify operation of fan cycling controller.*

Starter

Inspect wire insulation for signs of overheating, burns, etc.

Megger motor at starter and record reading.

Measure operating amperage and record readings.

Clean enclosure.

Tighten terminal connections at starter.

Measure operating voltage and record readings.

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Controls

Inspect control center, clean and tighten connections; inspect components.

Verify operation of bypass valve. Verify capacity control reaction.

Operational Test

Run and record a complete test log on machine.

Verify refrigerant charge.

Verify oil level.

Verify superheat adjustment.

Inspect for vibrations and unusual noises in bearings, motors, etc.

Inspect moisture indicator for evidence of moisture.

Test accuracy of all pressure gages.

Record compressor oil pressure.

Record compressor suction pressure.

Record compressor discharge.

Condenser Fan Motor(s)

Inspect for vibrations and unusual noises in bearings, motor, etc.

Wipe down motor(s) to remove loose dirt and oil buildup.

Inspect tension on drive and fan belts, and change as needed.

Inspect fans for vibrations and tightness.

Inspect wiring and connections for signs of wear, overheating, burns, etc.

Lubricate motor bearings.

Inspect all structural elements for corrosion and damage.

Report condition of coils - clean/dry.

Compressor and Vessels

Test for refrigerant leaks and report results.

Report machine condition and repair requirements.

** where applicable.*

Comprehensive Annual Inspection Computer Room Units (Direct Expansion)

NOTE: *The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment lay-up, startup, and appropriateness and timeliness of the procedures.*

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review operation with customer for problems and trends.

Fan(s) and Motor(s)

Verify operation of system motor, gages, etc.

Inspect flexible connections and ductwork for damage and leaks.

Inspect tension on drive and fan belts, and change as needed.

Lubricate fan shaft bearings.

Lubricate motor bearings.

Lubricate dampers.

Clean intake screen on motor.

Inspect fan wheel for free rotation, cracks and alignment.

Inspect for vibration and unusual noises.

Report condition of dampers.

Test secureness of guards, doors and panels.

Inspect humidifier parts.*

Inspect roof curb flashing.*

Inspect all major stop valves and report condition.

Inspect all structural elements for corrosion and damage.

Report condition of coils – clean/dirty.

Inspect motor windings for cleanliness.

Condenser Fan Motor(s)

Inspect for vibrations and unusual noises in bearings, motors, etc.

Wipe down motor(s) to remove loose dirt and oil buildup.

Inspect wiring and connections for signs of wear, overheating, burns, etc.

Lubricate motor bearings.

Compressor(s)

Inspect vibration eliminators for secureness and damage.

Test oil for acid content.*

Change oil and filter element.*

Take oil sample for analysis.

Tighten terminal connections at heater elements.*

Test secureness of mounting points, and tighten all major points.

Controls

Inspect all panel lights.

Inspect control center; clean and tighten connections; inspect components.

Check all alarm points.

Test low pressure safety and record; calibrate if needed.

Test temperature sensors.

Verify operation of fan speed control.*

Verify economy cycle control.*

Verify operation of fan cycling controller.*

Verify operation of damper cycling controller.*

Starter

Inspect wiring for secureness and damage.
Megger motor at starter and record reading.
Inspect switch gear, starter and contactor points.
Inspect starter for signs of wear, arcing, overheating, burns, etc.
Inspect electrical connections for tightness and absence of moisture.
Measure and record operating voltage.
Measure and record operating amperage.
Inspect for vibrations and unusual noises in bearings, motor, etc.
Inspect moisture indicator for evidence of moisture.*
Record compressor oil pressure.*
Record compressor suction pressure.
Record compressor discharge pressure.

Electric Reheat

Inspect coil for damage to element.
Measure and record reheat amperage.
Inspect isolators for damage or cracks.
Brush coil. Remove dust and debris.
Torque heating terminals.
Verify operation control.
Verify staging of heating elements.

Operational Test - Compressor(s)

Run and record and complete test log on machine.
Verify refrigerant charge.
Verify oil level.*
Verify superheat adjustment.

Steam and Hot Water Reheat

Inspect coil for leaks or damage.
Brush coil. Remove dust and debris.
Check and clean strainers.*
Verify operation of steam trap(s).*
Verify operation of controls.

Humidifier*

Verify operation of humidify probes.
Check steam orifice and clean, if necessary.*
Inspect humidifier pan.
Inspect infrared bulbs and clean, if needed.*

Report machine condition and repair requirements.

** where applicable.*

**Operational Inspection
Computer Room Units (Direct Expansion)**

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Fan(s) and Motor(s)

Verify operation of system motor, gages, etc.

Inspect tension on drive and fan belts, and change as needed.

Lubricate fan shaft bearings.

Lubricate motor bearings.

Lubricate dampers.

Inspect for vibration and unusual noises.

Inspect coils for steam or water leaks.

Inspect roof curb flashing.*

Report condition of dampers.

Report condition of coils – clean/dirty.

Clean intake screen on motor.

Starter

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Measure and record operating amperage.

Condenser Fan Motor(s)

Inspect for vibrations and unusual noises in bearings, motors, etc.

Lubricate motor bearings.

Controls

Check all alarm points.

Verify operation of fan speed control.*

Inspect all panel lights.

Verify operation of damper cycling controller.*

Verify operation of fan cycling controller.*

Operational Test - Compressor(s)

Run and record and complete test log on machine.

Verify refrigerant charge.

Verify oil level.*

Verify superheat adjustment.

Inspection of vibrations and unusual noises in bearings, motor, etc.

Inspect moisture indicator for evidence of moisture.*

Record compressor oil pressure.*

Record compressor suction pressure.

Record compressor discharge pressure.

Electric Reheat*

Verify staging of heating elements.

Verify operation of control.

Steam and Hot Water Reheat

Inspect coil for leaks or damage.

Verify operation of steam trap(s).*

Verify operation of controls.

Humidifier*

Verify humidifier operating sequence.

Inspect humidifier pan.

Report condition and repair requirements (if any).

Note: *The preceding inspection tasks will be completed when operating conditions permit.*

* where applicable.

Operational Inspection Air Handling Unit

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer log with customer for operational problems and trends.

Fan and Motor

Verify operation of system motor, gages, etc.

Inspect tension on drive and fan belts, and change as needed.

Lubricate fan shaft bearings.

Lubricate motor bearings.

Lubricate dampers.

Inspect for vibrations and unusual noises.

Inspect coils for steam or water leaks.

Additional Tasks and/or Special Instructions:

Report condition of dampers.

Report condition of coil -- clean/dirty.

Report condition of motor windings -- clean/dirty.

Clean intake screen on motor.

Starter

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Measure and record operating amperage.

Report condition and repair requirements (if any).

Note: *The preceding inspection tasks will be completed when operating conditions permit.*

PART II - RFB TERMS AND INSTRUCTIONS

1. TYPE OF CONTRACT

Fixed Fee Contract. Any contract resulting from this RFB shall be structured as a fixed-fee contract.

2. RFB INQUIRIES AND RESPONSES

- a. **Inquiry Submission.** Respondents must submit all inquiries, exceptions, or additions regarding this RFB, including without limitation, requests for clarifications or modifications to the RFB, by electronic mail (with the subject line titled “2013-12 RFB Questions”) to the Issuing Officer identified in RFB, Part I, Section 2: Issuing Officer no later than the deadline to submit inquiries to NHLC Issuing Office specified in Table 1: Schedule of Events. Respondents must cite the relevant RFB title, RFB number, page, section, and paragraph in the inquiry submission. Respondents must not contact the Issuing Officer by telephone with any inquiries.
- b. **NHLC Responses to Inquiries.** The NHLC intends to issue official responses, in its discretion, to inquiries submitted on or before the deadline specified in Table 1: *Schedule of Events*. The NHLC may consolidate and/or paraphrase inquiries for sufficiency and clarity. Oral statements, representations, clarifications and modifications shall not be binding upon the NHLC. The Issuing Officer anticipates posting official answers to the questions on the NHLC website at www.nh.gov/liquor by the date specified in Table 1: *Schedule of Events*.

3. AMENDMENT TO THE RFB

The NHLC may amend this RFB at any time and at its sole discretion. The NHLC will post any amendments to the RFB on the NHLC official website located at www.nh.gov/liquor. In the event the NHLC determines it necessary to amend this RFB, the NHLC may extend deadlines and/or invite submission of additional information from respondents at any time, as the NHLC deems appropriate and at its sole discretion. Respondents are responsible for checking the website periodically for any new information or amendments to the RFB. The NHLC shall not be bound by any verbal information, and any written information that is not contained within the RFB or formally issued as an amendment by the Issuing Officer.

4. BID FORMAT

Respondents must submit a complete response to this RFB using the format specified in Part III of this RFB. An official authorized to bind the respondent to the bid must sign the bid. If the official signs the Bid Cover Sheet and the Bid Cover Sheet is attached to the bid, the requirement will be met. Proof of signatory authorization must be included with the bid submission.

5. ECONOMY OF PREPARATION

Bids should provide a straightforward, concise description of the respondent's ability to meet the requirements of the RFB.

6. BIDS AND AWARDS

The NHLC intends to award a contract to a respondent as a result of this RFB.

Notwithstanding the foregoing or any provision of this RFB to the contrary, the NHLC reserves the right, at any time and in its sole discretion, to reject any or all bids, wholly or in part, and/or to award to multiple contracts to one or more respondents, wholly or in part.

A contractor will not retain any exclusive rights to provide the services and supplies described in this RFB process during the term of a contract or any extension thereto. The NHLC may, at its sole discretion, obtain services and related materials from other contractors.

7. BID SUBMISSION

- a. **Bid Submission Deadline:** Bids must be submitted in hard copy and clearly marked “New Hampshire Liquor Commission, Response to RFB 2013-12” and as specified in Section 7: *Bids*. Bids must be submitted to the Issuing Office no later than the Closing Date and Time in Table 1: *Schedule of Events*. Any respondent who elects to mail its bid must allow sufficient mail delivery time to ensure timely receipt of its bid. The NHLC accepts no responsibility for mislabeled, damaged or delayed mail. Bids will not be accepted via electronic mail or facsimile transmission. The receipt of a bid by the state’s mail system does not qualify as receipt of a bid by the Issuing Office.
 - i. If due to inclement weather, natural disaster or any other cause, the location to which bids are to be returned is closed on the Closing Date and Time in Table 1: *Schedule of Events*, the deadline for submission shall be automatically extended until the next NHLC business day on which the Issuing Office is open, unless the respondents are otherwise notified by the Issuing Office. The time for submission of bids shall remain the same. Bids not submitted by the Closing Date and Time in Table 1: *Schedule of Events* or as otherwise extended pursuant to this RFB will be rejected.
- b. **Bid Receipt:** A bid will be considered received on the date and time of the NHLC’s receipt as officially documented by the NHLC.
- c. Bid Information
 - i. Bids from all interested Bidders qualified to provide services listed within will be received until the deadline date in Table 1: *Schedule of Events*. Bid packages will not be accepted after that time. The bid packages may be delivered to the address below and identified on the outside of the envelope as:

Bids: Courier Delivery Only
New Hampshire Liquor Commission
50 Storrs Street
Concord NH 03301
ATTN: “Andrew S. Davis, RFB 2013-12”

By Mail Only

New Hampshire Liquor Commission
ATTN: "Andrew S. Davis RFB 2013-12"
Post Office Box 503
Concord NH 03302-0503

From: Company/Bidder Name
Address of Bidder
Phone No. Of Bidder
Fax No. of Bidder
Email Address:

- ii. Bidders are advised to carefully read and complete all information requested in this RFB. If the Bidder's response to this RFB does not comply with the conditions for submittal to this RFB, **it may be considered unacceptable by the NHLC and may be rejected without further consideration.**
- iii. A draft agreement presented as Exhibit B is attached for informational purposes to inform the Bidder of the type of Agreement that will be used for the prosecution of this work. Bidders are instructed to thoroughly familiarize themselves with the terms, covenants, and conditions of the draft Agreement. The successful Bidder will be required to execute a similar agreement with the NHLC
- iv. It is the NHLC's intention to award the contract to one Bidder. The NHLC will make the final determination in its sole judgment as to which Bidder(s) and bid(s) are the most advantageous.
- v. The contents of the bid of the successful respondent(s) will become contractual obligations, except to the extent the contents are changed through best and final offers or contract discussions, and if a contract is finalized. The finalized and approved contract language shall prevail over the respondent's bid in the event of any inconsistency or ambiguity;
- vi. Under the laws of the State of New Hampshire, a bid may be considered public record, and if determined to be so, must be made available for inspection and copying by any citizen of New Hampshire. Therefore, the NHLC cannot guarantee the confidentiality of any proprietary or otherwise sensitive information. Confidential or Proprietary information must be marked as such on each page and may be submitted in a separate envelope, sealed and marked "**Confidential Information**". It is understood, however, that the NHLC will have no liability for disclosure of such information contained in or with any bid. Any proprietary or otherwise sensitive information contained in or with any bid is subject to disclosure, unless exempted under the New Hampshire Right to Know Act.

- vii. No bid may be withdrawn after it has been submitted to the NHLC unless the Bidder so requests by letter and such request by letter is received by the NHLC before the deadline for receiving bids. Any request for withdrawal after the deadline must be made in writing and may be denied in the NHLC's sole discretion.
 - viii. A respondent may modify its bid by withdrawing its bid and submitting a new sealed bid that complies with the requirements of this RFB, but only if the respondent withdraws and resubmits its bid prior to the Closing Date and Time in Table 1: *Schedule of Events*.
 - ix. In submitting the bid, the Bidder agrees that the bid will remain valid for one hundred eighty (180) calendar days after the closing date for submission of bids and may be extended beyond that by mutual agreement.
- d. Interpretation of Bid Document
- i. If discrepancies or omissions are found by any prospective Bidder or there is doubt as to the true meaning of any part of this RFB, a written request for clarification or interpretation shall be submitted to Craig W. Bulkley, Director of Administration, NHLC , prior to Deadline date for inquiries in Table 1: *Schedule of Events* (cbulkley@liquor.state.nh.us)
 - ii. The NHLC is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addendum. All communication will be via cbulkley@liquor.state.nh.us

8. EVALUATION OF BIDS AND CRITERIA

- a. Each bid submitted to the NHLC will be evaluated based on experience, and capacity to perform as required for various future projects.
 - i. The bids will be evaluated to determine whether they conform to the requirements of the RFB. Those bids failing to meet the requirements, including completeness, format and content, may be rejected without further evaluation, and Bidders will be so informed in writing.
 - ii. If, for any reason, the NHLC in its sole discretion is unable to select any of the Bidders, the NHLC reserves the right to negotiate contracts with other service providers outside the RFB process.

9. PROHIBITED COMMUNICATIONS

From the issue date of this RFB until the effective date of a resulting contract with any respondent, the Issuing Officer shall serve as the sole point of contact concerning this RFB. Respondents are prohibited from distributing any part of their bids except to the Issuing Office as required under this RFB. Except for contacts with the Issuing Officer as permitted by this RFB, respondents are prohibited from contacting or lobbying any NHLC personnel or evaluation committee members regarding this RFB. Any respondent's attempt to improperly influence the evaluation of bids and selection of a respondent may result in the disqualification and elimination of that respondent from this RFB procurement process. If the NHLC later discovers that the respondent has engaged in any communications prohibited under this RFB, the NHLC may reject the

offending bid or rescind a contract award, without any liability to the respondent. Respondents are prohibited from distributing any part of their bids except to the Issuing Office as required under this RFB.

10. VALIDITY OF BID

- a. By submitting a bid, a respondent acknowledges and agrees that:
 - i. Its bid shall remain in effect and is binding on the respondent for a period of one hundred and eighty (180) days following the Closing Date and Time in Table 1: *Schedule of Events*;
 - ii. The contents of the bid of the successful respondent will become contractual obligations, except to the extent the contents are changed through best and final offers or contract discussions, and if a contract is finalized. The finalized and approved contract language shall prevail over the respondent's bid in the event of any inconsistency or ambiguity;
 - iii. The respondent waives any right to withdraw or modify its bid, except as permitted in the RFB;
 - iv. Bids are irrevocable unless the bid is withdrawn as permitted under this RFB or the expiration of 180 days from the Closing Date and Time in Table 1: *Schedule of Events*. A respondent must submit a written request to withdraw a bid that is signed by an authorized representative of the respondent and submitted to the Issuing Officer prior to the Closing Date and Time in Table 1: *Schedule of Events*. If a respondent attempts to provide such written notice by facsimile transmission, the NHLC shall not be responsible or liable for errors in facsimile transmission. A respondent may modify its bid by withdrawing its bid and submitting a new sealed bid that complies with the requirements of this RFB, but only if the respondent withdraws and resubmits its bid prior to the Closing Date and Time in Table 1: *Schedule of Events*.

11. NON-COMMITMENT

Notwithstanding any provision of this RFB to the contrary, this RFB does not commit the NHLC to award a contract. By submitting a bid, a respondent acknowledges and agrees that the NHLC may, at any time and in its sole discretion, and without any liability to a respondent, reject any and all bids, or any portions thereof; cancel this RFB; and solicit new bids under another acquisition process.

12. RESPONDENTS' COSTS AND EXPENSES

By submitting a bid, a respondent acknowledges and agrees that the NHLC is not responsible or liable for any costs or expenses incurred by a respondent in connection with its participation in this procurement process, including, but not limited to: (1) any costs or expenses incurred by a respondent in relation to the preparation of a bid or a respondent's participation at the pre-bid conference or oral presentation and discussions, and other RFB processes and events; and (2) costs and expenses associated with any work performed by a respondent prior to the effective date (date of Liquor Commission and Attorney General's Office approval) of a contract with the respondent.

13. PROPERTY OF STATE

The bid and all material received in response to this RFB shall become the property of the NHLC and will not be returned to respondents. By submitting a bid, a respondent acknowledges and agrees that the NHLC may, at its sole option, use any or all ideas not protected by intellectual property rights that are presented in any bid

regardless of whether the bid becomes part of a contract. Notwithstanding any respondent copyright designations contained on bids, the NHLC shall have the right to make copies and distribute bids internally and to comply with public record or other disclosure requirements under the provisions of any the State of New Hampshire or United States statute or regulation, or rule or order of any court of competent jurisdiction.

14. DISCUSSIONS FOR CLARIFICATION

The NHLC may require, at its discretion, respondents who submit bids to provide the NHLC with oral and/or written clarification of their bid to the NHLC to ensure thorough mutual understanding and respondent responsiveness to the solicitation requirements. The Issuing Officer will initiate requests for clarification. The NHLC reserves the right to recall any respondents for additional discussions as it deems necessary.

15. PRESENTATIONS

The NHLC may, at its discretion require a respondent to participate in oral and/or written presentations on any aspects of its bid. Respondents may also be required to demonstrate any product(s) and/or service(s) proposed at the NHLC site.

16. INFORMATION TECHNOLOGY COMPLIANCE REQUIREMENT

No equipment can be connected to the NHLC network at this time.

17. CONTRACT TERMS AND CONDITIONS

The NHLC's standard terms and conditions are set forth in Appendix A of this RFB. In the event of any conflict between the NHLC's terms and conditions and any portion of a bid, the NHLC's terms and conditions shall take precedence and supersede any and all such conflicting provisions contained in a bid, at the sole discretion of the NHLC. Additionally, any resulting contract may include additional provisions provided that they are agreed to by the NHLC and in a form and substance as prescribed by the NHLC. The failure of a selected respondent to reach agreement with the NHLC on contractual terms, conditions and other provisions may result in cancellation of the selection as described in this RFB.

18. CONFIDENTIALITY/SENSITIVE INFORMATION

The selected respondent may have access to confidential/sensitive information in the course of performing its obligations under the contract, and may be required to sign a confidentiality agreement.

19. DISCLOSURE OF BIDS

- a. **Respondent Obligation.** A respondent must maintain the confidentiality of its bid until the effective date of a resulting contract with any respondent. A respondent's disclosure or distribution of its bid to any individual or entity, other than the Issuing Office, prior to the effective date may be grounds for disqualification at the discretion of the NHLC.
- b. **NHLC Obligation.** The NHLC shall maintain the confidentiality of each bid until a contract award is made as contemplated under N.H. RSA 21-I:13-a, II. Following an award as contemplated in RSA 21-I:13-a, II, the NHLC will disclose all bids in accordance with applicable law and regulations, including, but not limited to, N.H. RSA Chapter 91-A, the Right to Know Law. Any respondent who determines that it must divulge any confidential, commercial or financial or other information not subject to public disclosure under applicable laws and regulations, (collectively referred to as "Respondent Confidential

Information”), must submit in its bid a signed written statement describing in detail the nature of the Respondent Confidential Information and the grounds for its position that the Respondent Confidential Information is exempt from public disclosure under applicable law and regulations, including but not limited to, the Right to Know Law, N.H. RSA Chapter 91-A; and submit a redacted version of its bid that removes only the Respondent Confidential Information along with an unredacted bid.

20. CONDITIONAL NATURE OF AGREEMENT

Notwithstanding anything in this agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account.

21. BEST AND FINAL OFFERS

The NHLC may, at its sole discretion, solicit Best and Final Offers (“BAFOs”) from respondents who have submitted responsive bids and which have been determined to be reasonably possible of selection for a contract award.

- a. Respondents will be given opportunity to respond with a BAFO under a procedure defined by the NHLC which may include one (1) or more of the following:
 - i. Enter into pre-selection discussions:
 1. Schedule written and/or oral presentations or scripted demonstrations; and/or
 2. Request revised bids.
- b. The NHLC will evaluate BAFOs against Criteria for Selection found in Part IV, Section IV-3. The NHLC will conduct BAFO proceedings uniformly, the BAFOs will be subject to solicitation by the NHLC and NHLC’s timely receipt of responses pursuant to schedule set by the NHLC. Respondents are encouraged to submit their best price as part of their initial bid and not to assume there will be an opportunity to provide a BAFO at a later date.

22. NEWS RELEASES

Respondents shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this project without prior written approval of the NHLC, and only in coordination with the Issuing Office.

23. RESPONDENT’S REPRESENTATIONS AND AUTHORIZATIONS

By submitting a bid, a respondent agrees, represents and acknowledges that:

- a. All information provided by, and representations made by, the respondent in its bid are material and important and may be relied upon by the NHLC in awarding a contract;
- b. Any misstatement, omission or misrepresentation by a respondent shall constitute fraudulent concealment from the Issuing Office of the true facts relating to the bid submission;

- c. The respondent has arrived at the price(s), amounts, terms and conditions in its bid independently and without consultation, communication or agreement with any other respondent or potential respondent, and without effort to preclude the NHLC from obtaining the best possible competitive bid. The respondent has not disclosed the price(s), the amount of the bid nor the approximate price(s) or amount(s) of its bid to any other firm or person, including but not limited to, a respondent or potential respondent for this RFB;
- d. The respondent has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a bid in response to this RFB or to submit a bid higher than this bid or to submit any intentionally high or noncompetitive bid or other form of complementary bid; and
- e. The respondent makes its bid in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

24. METHOD OF AWARD

The NHLC evaluation committee will select a bid(s) based on criteria set forth in Part IV. The evaluation committee may consist of senior staff member(s) of the NHLC. The evaluation committee will submit a recommendation on its selection of a bid(s) to the NHLC Commissioners for final approval. The responsible respondent(s) whose bid(s) the NHLC determines to be the most advantageous to the State of New Hampshire, after taking into consideration all of the evaluation factors, shall be notified in writing of its selection for contract discussions. The resulting contract(s) will be based on the standard terms and conditions contained in Attachment A, and modifications and additions to the standard clauses acceptable to the NHLC in its discretion. If the NHLC is unable to reach agreement with a respondent(s) during contract discussions, the NHLC may, at its sole discretion and at any time, reject and cancel the first respondent selection and commence contract discussions with the next highest ranked respondent, and continue on in this manner at its discretion. The NHLC may, at its sole discretion, terminate any contract discussions, as it deems appropriate and at any time.

25. USE OF ELECTRONIC VERSIONS OF THIS RFB

This RFB is available in electronic form. If a respondent accepts the RFB in electronic form, the respondent acknowledges and accepts full responsibility to insure that no changes are made to the RFB. In the event of a conflict between a version of the RFB in the respondent's possession or relied upon by the respondent, and the Issuing Office's version of the RFB, the Issuing Office's version shall govern.

PART III - INFORMATION REQUIRED FROM THE RESPONDENT

Bids must be submitted in the following format, including heading descriptions:

1. SERVICES:

A. PREVENTATIVE MAINTENCE (PM)- FIXED COST BY STORE

ST	Location	Fall PM	Spring PM	Total Yearly PM
2	West Chesterfield			
3	Manchester			
4	Hooksett			
5	Berlin			
6	Portsmouth			
10	Manchester			
11	Lebanon			
13	Somersworth			
14	Rochester			
16	Woodsville			
17	Franklin			
19	Plymouth			
20	Derry			
21	Peterborough			
22	Brookline			
23	Conway			
24	Newport			
26	Groveton			
27	Nashua			
28	Seabrook Beach			
29	Whitefield			
30	Milford			
35	Hillsboro			

ST	Location	Fall PM	Spring PM	Total Yearly PM
36	Jaffrey			
37	Lancaster			
39	Wolfeboro			
40	Walpole			
42	Meredith			
43	Farmington			
45	Pittsfield			
47	North Woodstock			
48	Hinsdale			
49	Plaistow			
51	Pelham			
52	Gorham			
55	Bedford			
56	Gilford			
58	Goffstown			
59	Merrimack			
60	West Lebanon			
63	Winchester			
65	Campton			
64	New London			
70	Swanzey			
75	Belmont			
	Total:			

B. SERVICES OTHER THAN PREVENTATIVE MAINTENANCE:

Charges shall consist of actual time at the job site. An estimate of hours required and number of workers needed to complete a requested service will be provided to the Liquor Commission by the Contractor at the time the Contractor schedules the work.

i. Hourly Charges:

Monday through Friday - Regular Hours \$ _____/hour

Weekends, Holidays, and
After-Scheduled Working Hours \$ _____/hour

ii. Material Charges:

Contractor's Percentage of Mark-up from Contractor's Cost: Please indicate as a Percentage. _____

iii. Mileage Charge: Mileage shall be from portal to portal or the distance from the previous worksite to the next worksite, whichever is less.

Rate per Mile \$ _____

2. INVOICING:

- 2.1. All invoices must include detail of work performed, dates and location of service and prices, a separate work order must be made on each unit and sent in with the invoice for payment. Any work performed above preventative maintenance will be billed on a separate invoice. Please include one original invoice and one copy. Payment will not be due until thirty (30) days after the invoice has been received at the New Hampshire State Liquor Commission business office.
- 2.2. All invoices must be submitted within 30 days of the fiscal year-end, (June 30th) of each year for work completed within the current fiscal year. It is the contractor's further responsibility to ensure that they have been paid within 60 days from the time of submittal. If invoices haven't been submitted within the above mentioned time frame, approval will be required from The Governor and Executive Council prior to any processing of payments, which will delay the payment process.
- 2.3. Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.
- 2.4. A check will be issued through the State Treasurer and forwarded to the Vendor within fourteen (14) days after processing begins at the agency level. Payments will be for only what has been agreed to in the contract. The State of New Hampshire Liquor Commission does not pay late charges or interest.

3. PRIOR EXPERIENCE

3.1 Include a summary of your company's experience with emphasis on the retail environment. Experience shown should be work done by individuals who will be assigned to this project, as well as that of your company. Experience should include projects completed for retail businesses where the size and scope are similar to the size of the NHLC and the size and scope of this project. Experience referred to should be identified by customer, including the name, current address and telephone number of the responsible official who may be contacted. The NHLC reserves the right to contact any and all persons listed by the respondent concerning past work experience.

4. SUBCONTRACTOR

4.1 The use of subcontractors on this project must be approved by the NHLC in advance of any work being done by that subcontractor.

5. OBJECTIONS & ADDITIONS TO STANDARD CONTRACT TERMS & CONDITIONS AND/OR AGREEMENT STANDARDS

5.1 The respondent must identify which, if any, of the terms and conditions contained in Appendix A of this RFB it desires to negotiate, and the additional terms and conditions the respondent would like to add to the standard contract terms and conditions. The respondent's failure to make a submission under this paragraph will result in its waiving its right to do so later, but the NHLC may consider late objections and additional requests, if it is in the best interests of the State of New Hampshire and the NHLC. The NHLC may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions and/or agreement standards. The respondent shall not request changes to other provisions of the RFB; nor shall the respondent request to completely substitute its own terms and conditions for Appendix A. All terms and conditions must appear in one (1) integrated contract. The NHLC will not accept references to the respondents, or any other, online guides or online terms or conditions contained in any bid.

PART IV - CRITERIA FOR SELECTION

1. MANDATORY RESPONSIVENESS REQUIREMENTS

To be eligible for selection, a bid must be:

1. Timely received from a respondent; and
2. Properly signed by the respondent's authorized representative, coversheet is provided in Appendix B.

The NHLC reserves the right, in its sole discretion, to waive technical or immaterial nonconformities in a bid.

2. REVIEW AND EVALUATION

The Issuing Office plans to utilize a committee of qualified personnel to review and evaluate timely submitted bids. The Issuing Office will notify in writing of its selection contract discussions the responsible respondent whose bid is determined to be the most advantageous to the State of New Hampshire as determined by the NHLC after taking into consideration all of the evaluation factors.

3. CRITERIA FOR SELECTION

The NHLC has established the weight for the evaluation criteria for this RFB as specified in the following table:

<u>Criteria</u>	<u>Percent</u>
Overall Engagement Price	50%
Demonstrate prior experience	25%
Capacity to Perform in a Timely Manner	25%

The following criteria will be used in evaluating each bid:

Overall Engagement Price – This refers to the professional fees and expenses.

Retail Experience – This refers to the respondent's prior experience performing the services listed within.

Capacity – This refers to the respondent's organizational capacity to handle the services including having the adequate employees and related experience to meet the project needs and potentially aggressive time lines.

EXHIBIT A
NO RESPONSE FORM

Response to Request for Bid for HVAC Preventative Maintenance and Service

Responders not responding to this solicitation are asked to complete this form. Please return this form **ONLY** to the address listed above or fax to (603)271-3897

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Reason for NO RESPONSE:

- ☐ Don't handle goods/service
- ☐ Unable to respond due to current staff availability and/or business conditions
- ☐ Insufficient time
- ☐ Unable to meet terms, conditions, specifications or requirements as described within the solicitation due to:

☐ Other: _____

This *NO* response is authorized by: _____ Date: _____

Signature

Title: _____

Please check one: ☐ Retain our company on the mailing list for future solicitations.

☐ Please remove our company from the mailing list for this commodity or service

EXHIBIT B

Subject: _____

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

IDENTIFICATIONS.

1.1 State Agency Name New Hampshire State Liquor Commission		1.2 State Agency Address P.O. Box 503, 50 Storrs St., Concord, NH 03302-0503	
1.3 Contractor Name		1.4 Contractor Address	
1.5 Contractor Phone Number	1.6 Account Number	1.7 Completion Date	1.8 Price Limitation \$
1.9 Contracting Officer for State Agency George P. Tsiopras, CFO		1.10 State Agency Telephone Number 603-230-7010	
1.11 Contractor Signature		1.12 Name & Title of Contractor Signatory	
1.13 Acknowledgment: State of _____, County of _____ On, _____, before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace (Seal)			
1.13.2 Name and Title of Notary Public or Justice of the Peace			
1.14 State Agency Signature		1.15 Name/Title of State Agency Signatory Joseph W. Mollica , Chairman Michael R. Milligan, Commissioner	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (<i>if applicable</i>) By: _____ Director, On: _____			
1.17 Approval by Attorney General (Form, Substance, and Execution) By: _____ On: _____			
1.18 Approval by Governor and Council By: _____ On: _____			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/ COMPLETION OF SERVICES.

3.1. Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement, ("Effective Date")

3.2. If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1. The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2. The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3. The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement

those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4. Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payment authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/EQUAL EMPLOYMENT OPPORTUNITY.

6.1. In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.

6.2. During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3. If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulation and guidelines as the State New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1. The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2. Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other persons, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.

7.3. The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

Contractor Initials _____
Date _____

8. EVENT OF DEFAULT/REMEDIES.

8.1. Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder (“Event of Default”):

- 8.1.1. failure to perform the Services satisfactorily or on schedule;
 - 8.1.2. failure to submit any report required hereunder; and/or
 - 8.1.3. failure to perform any other covenant, term or condition of this Agreement.
- 8.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 8.2.1. give the contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absense of a greater or lesser specification of time, thirty (30) days from the date of the notice, and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
 - 8.2.2. give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
 - 8.2.3. set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Defaults; and/or.
 - 8.2.4. treat the Agreement as breached and pursue any of its remedies at law or in equity, or both

9. DATA/ACCESS/CONFIDENTIALITY/ PRESEVATION.

- 9.1. As used in this Agreement, the word “data” shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda papers, and documents, all whether finished or unfinished.
- 9.2. All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon terminaiton of this Agreement for any reason .
- 9.3. Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report (“Termination Report”) describing in

detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR’S RELATION TO THE STATE.

In the performance of this Agreement the Contractor is in all respects and independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers’ compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

The contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitutue a waiver of the sovereign immunity of the State, which immunity is hereby reseved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

- 14.1. The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:
- 14.1.1. Comprehensive general liability insurance against all claims of bodily injury, death or property damage in amounts of not less than \$250,00 per claim and \$2,000,000 per occurrence: and
 - 14.1.2. fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.
- 14.2. The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance and issued by insurers licensed in the State of New Hampshire.

Contractor Initials _____
Date _____

14.3. The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under the Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modified of the policy.

15. WORKER'S COMPENSATION.

15.1. By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance, with or exempt from, the requirements of N.H. RSA chapter 281-A (*"Workers' Compensation"*)

15.2. To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed

by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

Contractor Initials _____
Date _____

EXHIBIT C
BID AND ADDENDUM ACKNOWLEDGEMENT

Response to Request for Bid for HVAC Preventative Maintenance and Service

The Bidder acknowledges the Bidder has carefully examined the RFB and draft Agreement.

The Bidders warrants that if Bid is accepted, Bidder will contract with the NHLC and comply with the requirements of the RFB and draft Agreement. Bidder agrees to deliver an executed Agreement to the NHLC within two (2) weeks of notification of acceptance of his/her Bid and receiving agreement from NHLC.

I, the undersigned, guarantee our Bid meets or exceeds specifications contained in the RFB document.

I affirm that I have read and understand all the provisions and conditions as set forth in this RFB. Our firm will comply with all provisions and conditions as specified.

I affirm that I am duly authorized to execute this potential contract; that this company, corporation, firm, partnership, or individual has not prepared this Bid in collusion with any other Bidder(s); and that the contents of this Bid as to terms, or conditions of said Bid have not been communicated by the undersigned nor by any employee or agent to any other Bidder(s) or to any other person(s) engaged in this type of business prior to the official opening of the Bid.

I also affirm that I have received and examined all Addenda that have been issued under this RFB as listed and initialed below:

Addendum No. _____	Dated: _____	Initialed _____
Addendum No. _____	Dated: _____	Initialed _____
Addendum No. _____	Dated: _____	Initialed _____
Addendum No. _____	Dated: _____	Initialed _____

Company Name and Name of Bidder: _____

Signature of Authorized Person: _____

Title: _____

Business Address of Bidder: _____

Business Phone Number: _____

Date: _____

EXHIBIT D

STORE INFORMATION LIST

ST	MANAGER	ADDRESS	PHONE	A/C	HEAT	# OF UNITS	MAKE	MODEL #
1	Ben Mooney	80 Storrs St. Concord, NH 03301	224-5910	X	X	2	Carrier RTU	#48TCFD14A3A5A0A0A0 #48TCEA07A2A5A0A0A0
2	Tammy Solomon	100B Route 9 West Chesterfield, NH 03466	256-6482	X	X	TBD	TBD	TBD
3	Christina Tomkinson	Manchester/Boston Regional Airport 1 Airport Rd., Suite #205 Manchester, NH 03103	625-2318	X		1	Carrier	# 24ABB336A003
4	Carolyn Hebert	1271 Hooksett Rd Hooksett, NH 03106	641-5145	X	X	2	Bryant	580DPV090224ACAA 580JP17D310G3B9AA
5	Sherry Normand	IGA Shppng Plaza, 17 Pleasant St Berlin, NH 03570	752-1552	X	X	2	Comfortmaker	PAMA048G1
6	Duane DuBois	738,Islington Street Portsmouth, NH 03801	436-3382	X	X	2	Rheem	N/A RFGF-200100CKR
10	Tammy Martin	333 Lincoln St Manchester, NH 03103-5749	626-0940	X	X	2	Trane	YCD120C3MAAB
11	David Laraway	12 Centerra Parkway Lebanon, NH 03766	643-8979	X	X	1 1	York York	D1EG090N16525ECA D2EG150N200255TC
13	Darrell Haynes	5 Somersworth Plaza Somersworth, NH 03878	692-2555	X	X	1	Carrier	48LJE008-521HF
14	Art Gerry	Lilac Mall, Rt 25 Rochester NH	332-0378	X	X	1 1	Lennox Lennox	TGA180S2BS1Y TGA102S2BS
16	Barbara Bolduc	1 Forest St., Butson's Complex Woodsville, NH 03785	747-3471	X	X	1	Comfortmaker	PAMA048G1
		Woodsville				1	Comfortmaker	PAMA048G1
17	Ryan Beauchesne	Franklin Shppng Ctr, 880 Central St. Franklin, NH 03235	934-3523	X	X	1	Trane	YSC090A3ELA2TD0000
19	Steven Willey	494 Tenney Mt Hwy Unit #3 Plymouth, NH 03264	536-3614	X	X	1 1	Carrier Gibson	38EN048320 JS3BA-048KA

ST	MANAGER	ADDRESS	PHONE	A/C	HEAT	# OF UNITS	MAKE	MODEL #
20	Nancy Dyllyn	Derry Meadows Shoppes 35 Manchester Rd. Derry, NH 03038	437-2826	X	X	1	Trane	YCD180B3HAFA
21	Monica Wood	Peterborough Plaza STE #1 ,19 Wilton Rd.,Peterborough, NH 03458	924-6671	X	X	1 1	Carrier Modine	48TMF016-511AA PAH55AF
22		44A Rte.13 Brookline NH 03033	672-8426	X	X	1		DM150N20N2AA2A
23	Lisa Giovanni	234 White Mountain Hwy, Suite 9 Conway, NH 03818	447-2782	X	X	3	Frigidaire	S3BA060KA
		Conway				1	Olsen	MP1120
		Conway				1	Arco (Indoor)	0140A-5
		Conway				2	Arco (Indoor)	0168A-5
24	Leslie Sampson	Sugar Riv Shp Ctr, 52 John Stark Hwy Newport, NH 03773	863-3550	X	X	2	Carrier	48HDF00850
26	Madeline Hart	Northumberland Shp Ctr, PO Box 42 Route 3, Groveton, NH 03582	636-1003	X	X	1	Trane	YCD060C1H0BE
27	Bradford Bowden	300 Main Street Nashua NH 03060	595-2374	X	X	4	American Standard	Y5C060A4RHA00000HD
						1	Reznor	FE50
28	Ernestine Morrow	186 Ocean Boulevard Seabrook NH 03874	474-2632	X	X	2	American Standard	AUX120X960D3
							Reznor	UDAP100
29	Carol Taylor	100 Lancaster Road Whitefield, NH 03598	837-2632	X	X	1	ThermoPride	1224-1
30	Jim Bridges	Granite Town Plaza, Suite 6 189 Elm Street, Route 101 West Milford NH 03055	673-1666	X	X	1	Climate Control	R132C00601
		Milford				1	BRE2-0750-TFC	PAH150AF
		Milford				1	Modine	PAH150AF

ST	MANAGER	ADDRESS	PHONE	A/C	HEAT	# OF UNITS	MAKE	MODEL #
35	Phil Courtad	15 Antrim Road, Suite #1 Hillsboro, NH 03244	464-3412	X	X	2	Trane	YHC063A3RHA11A0A0C 1B00000B
36	Mary Spoon	Monadnock Plz, 80 Peterborough St. Jaffrey, NH 03452	532-7291	X	X	1	York	D6CG060N09925C
37	Beverley Roy	Butson's Marketplace, 199A Main St. Lancaster, NH 03584	788-4861	X	X	1	York	D4CG090N16525A
39	Mike Watson	35 Center Street Wolfeboro Falls, NH 03896	569-3567	X	X	1 1 1	Carrier Carrier Amesta	38CKB060300 38CKB060301 7A0060B100A1
39	Mike Watson	Wolfeboro Falls				2	Electric Furnas	AH68BKD425D
40	James O'Brien	32 Ames Plaza Lane Walpole, NH 03608	756-3916	X	X	2	York	D2CG036N08225B
42	Jolene Broderick	71 Route 104, Old Province Common Meredith, NH 03253	279-7018	X	X	1	Lennox	G818Q06-75-8
42		Meredith				3	Lennox	GS18Q04-5E-140-5
43	Beth Macomber	829 NH Route 11, Unit #2 Farmington, NH 03835	755-3571	X	X	1	Magic Air	L8A168C20-1
45	Dodie Kidder	6 Water Street Pittsfield, NH 03263	435-6592	X	X	1	Carrier	4CGB060300
47	Cynthia Ham	165 main St. Unit#6, Lincoln, NH 03251	745-8922	X	X	1	York	P3URD20N13001C
48	Muriel Southwick.	Route 119, Box 114 Hinsdale, NH 03451	256-8637	X	X	1 1	Carrier Carrier	48TCED12A2A5A0A0 48TME008-A201
51	Chris Kulick	Route 38, PO Box 10 Pelham, NH 03076	635-7551	X	X	1	York	DM060N10A2AAA1A
51						1	York	DJ048N10A2AAA2
52	Norm Giourard	159 Main Street, Androscoggin Plaza Gorham, NH 03581	466-3367	X	X	1	Lennox Coomfortmaster	OH250120B
55	Lisa Gosselin	5 Colby Court Bedford NH 03110	627-5878	X	X	1 1	York Renzor Unit heater	MIZF180N24P2AAA1B UDAP45
56	Frank Lord	18 Weirs Rd, Gilford, NH 03246	524-6083	X	X	2	York	DM090N15N2AAA3A

ST	MANAGER	ADDRESS	PHONE	A/C	HEAT	# OF UNITS	MAKE	MODEL #
58	Ben Mooney	Shop N Save Plaza, 605 Mast Road Goffstown, NH 03102	626-4725	X	X	2	Lennox	GCS16-653-75-5Y
59	Nancy Hanson	Merrimack, Shopping Ctr. Suite A, 6 Dobson Way, Merrimack, NH 03054	424-2521	X	X	5	Carrier	48TME005-A-501HQ
60	Brian Lahey	Powerhouse Plaza, Unit #3 10 Benning Drive 12A West Lebanon, NH 03784	298-8629	X	X	3	Lennox	TGA090S2BM1G
63	Barbara Williams	Suite 1, 30 Warwick Road Winchester, NH 03470-2819	239-6223	X	X	1	Amesta	YSC120A3EHA2R
64	Joe Cheverflis	New London Shopping Center, Rte. 11 New London, NH 03257	526-6868	X	X	1	Amana	GHI140A50
						1	Amana	GH140A50
65	Bob Margeson	25 Vintinner Road Campton NH 03223	726-2901	X	X	2	Lennox	C33-48C-2F-3
70	Michele Gorecki	Rt.12, 37 Monadnock Highway Swanzey NH 03431	357-0693	X	X	2 1	Carrier York	48GP-060115321VS P3HUD20N10401C
75	Sarah St.Pierre	15 Old State Road Belmont NH 03220	528-2170	X	X	1	Carrier	48TDB012-620